



ANNUAL REVIEW CLASS (ARC)

PURPOSE

To define the eligibility and procedural requirements for the mandatory yearly Annual Review Class (ARC) for the Paramedic (EMT-P) applying for Continuous Accreditation and/or the Mobile Intensive Care Nurse (MICN) applying for Continuous Certification or Inactive MICN status within the ICEMA Region. The Annual Review Class is developed by a multidisciplinary task force and the curriculum approved by the ICEMA Medical Director.

PROCEDURE

1. The authorized class is valid from January 1 through December 31 of each year.
2. It is the responsibility of the individual to take the class during each year of accreditation or certification.
3. Failure to take two (2) different Annual Review Classes during your two (2) years accreditation or certification period will result in the EMT-P or MICN having to successfully pass the ICEMA EMT-P Accreditation/MICN Certification Written Exam with a minimum score of eighty percent (80%). Additionally, financial penalties will apply.
4. The EMT-P or MICN must register and pay the exam fee to ICEMA prior to the scheduled deadline.

CRITERIA FOR TEACHING THE ANNUAL REVIEW CLASS

1. Approved C.E. providers shall request approval from ICEMA to provide the class:
 - a. Submit a completed application to be approved as a training program.
 - b. Application must include a list of your proposed trainers with copies of their resumes attached.
 - c. Pay the ICEMA approved Training Program approval fee.
 - d. Approval is granted for a period of one (1) year.

2. ICEMA should be notified thirty (30) days in advance of the class offering in order to be able to post the class dates, times and locations on the ICEMA website and newsletter.
3. Within fifteen (15) days of class completion, the provider will send the original C.E. roster to ICEMA with the Instructor Evaluation and any other material requested. All other course materials and records will be maintained, for a period of four (4) years, by the approved training program per Protocol Reference #3020, policy for CE Provider Requirements.
4. Continuing Education hours will be granted for the class in accordance to Protocol Reference #3020 Continuing Education Provider Requirements.